



JOB DESCRIPTION

Title: **INFORMATION SYSTEMS DIRECTOR**
Department: Information Systems
Class Code: 1350
FLSA Status: Exempt
Effective Date: November 1, 1992 (Rev. 12/00)
Grade Number: 29

GENERAL PURPOSE

Under broad guidance and direction from the Mayor, provides professional, technical and administrative leadership in establishing the direction and effectiveness of the Information Systems Department and in meeting long term demands of all city departments and divisions.

EXAMPLE OF DUTIES

- *-- Assists the Mayor's Management Planning Group in developing long term information goals and requirements for the Information Systems department.
- *-- Maintains an in depth knowledge of the full scope of information processing, telecommunications, telephone, Geographic Information System and related technologies. Directs the above programs in an efficient and cost effective manner utilizing advanced technology and methodologies.
- *-- Hires, trains, supervises, evaluates and disciplines support staff.
- *-- Directs the planning, design and development, integration, coordination and operations of all I.S. functions and responsibilities.
- *-- Provides technical support to the Mayor and Department / Division managers, assists in performing needs assessment and strategic planning; maintains ongoing communication with all Murray City Departments, agencies and other organizations to improve operations, meet needs and resolve problems with new and/or existing systems.
- *-- Makes recommendations and provides technical support to Sr. Management to perform needs assessment and long range planning assistance; maintains ongoing communication with user agencies to resolve problems with existing and/or new systems.
- *-- Develops, implements, and audits standard operating policies and procedures, to include timeliness, quality, documentation and security of I.S. department responsibilities.

- *-- Purchases and provides for maintenance of all computer related equipment including personal computers, GIS and telephone hardware; ensures that all new purchases are compatible with the approved I.S. Department long term strategy.
- *-- Coordinates and directs the configuration, implementation and operation of other related systems which are integral with the I.S. departments function.
- *-- Has frequent contact with representatives of other public and private agencies; serves on committees to contribute technical expertise; promotes appropriate sharing of information and resources for the benefit of Murray City.
- *-- Prepares budget for current and five year period; monitors and manages budget to insure operation within budget constraints.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from an accredited four (4) year college or university with degree in Computer Science, Business or other closely related field, plus at least six (6) years of closely related experience, three (3) years of which must have been in a responsible administrative or management capacity in data processing, or an equivalent combination of education and experience.

Special Requirements

- None

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of a broad range of computer-related technology and practices; advanced analysis, design, programming and data base management techniques; technical report writing methods; methods of compiling and analyzing statistical, fiscal and related data; strong management skills with ability to motivate, stimulate and inspire subordinates to maximize their efforts in productivity and quality; ability to supervise and train; perform budget administration; ability to communicate effectively both verbally and in writing; must perform calmly under pressure/deadlines; manage professional people; problem solving skills on complex issues by developing alternatives and solutions; excellent public relation skills to provide a high level of cooperation between user departments.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software; mainframe computer system; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms. The employee is regularly required to walk.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.